



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

January 22, 2009

To: All Department Heads

From: William T Fujioka  
Chief Executive Officer

A handwritten signature in black ink, appearing to read "W. T. Fujioka", is written over the printed name and title.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

DON KNABE  
Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

### COUNTY RECORDS AND ARCHIVES PROJECT

As you know, we are approximately mid-way through the year-long effort to establish a first-ever County of Los Angeles Records and Archives Program with the expert assistance of Deloitte Financial Advisory Services LLP. A critical and time-consuming component of the effort is the development of records inventories and retention schedules. This element of the overall project has required many hours of detailed and dedicated work by your records coordinators and other members of your staffs, and I want to express my sincere gratitude for your continued support of this critical endeavor.

However, I cannot overestimate the importance of you and your executive staff personally ensuring that your records inventories, upon which the retention schedules will be based, represent complete, comprehensive, accurate, and usable listings of your departments' records. While the Deloitte team is available to provide expert guidance and oversight in the development of these inventories, they have advised that the final confirmation of the completeness and accuracy of the inventories can only be provided by the respective departments with detailed knowledge of department operations.

In view of this, and the fact that each department head will be required to sign off on their completed inventory prior to submission to the Board, you should personally ensure that staff assigned to this effort fully understand the methodology for preparing, completing, and using these inventories and that they are complete and accurate. Please take extra caution to ensure that the inventories include all electronic records, wherever they are stored, as well as hard copy records. Moreover, your staff will be responsible for managing your department's inventory and updating it as necessary on an ongoing basis. Deloitte will provide additional guidance on this procedure later in the project.

*"To Enrich Lives Through Effective And Caring Service"*

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If there is any need for clarification, you should have your staff immediately contact their Deloitte team representative to obtain necessary guidance. Examples of questions your staff may have could include: How do I know what kinds of records should be included in the inventory? What constitutes a record? If there is any remaining lack of clarity after such contact, you should advise Frank Cheng of this Office at 213.893.7938 or [fcheng@ceo.lacounty.gov](mailto:fcheng@ceo.lacounty.gov), immediately.

Once again, thank you for your valuable efforts and support for this important project.

WTF:ES  
MKZ:pg

c: Chief Deputies  
Administrative Deputies  
Records Coordinators  
Deloitte Financial Advisory Services LLP